

# State of South Carolina



*S.C. Budget and Control Board  
General Services Division  
State Fleet Management*

## **Vehicle Operator's Handbook**

# Accident Procedures

- ◆ Turn ignition off and evacuate vehicle.
- ◆ Render first aid to any injured persons.
- ◆ Call for medical assistance or ambulance if required. (See inside front cover for telephone numbers.)
- ◆ Call local, municipal or county police, or SC Highway Patrol to report accident (see inside front cover for telephone numbers).
- ◆ Obtain data concerning other vehicle and driver, and complete Accident Report at Appendix D.
- ◆ Turn Accident Report in to your supervisor as soon as possible.
- ◆ Give the other driver your name and your agency's name and address. **DO NOT ADMIT RESPONSIBILITY FOR ANY ACCIDENT.**
- ◆ Within 24 hours, report accident to the nearest office of James C. Greene Company and State Fleet Management.
- ◆ Collect calls will be accepted.

## James C. Green Company Telephone Numbers

Anderson (Greenwood - except Newberry) .....	(864) 226-5525
Beaufort .....	(843) 525-1160
Charleston .....	(846) 571-6863
Columbia (Newberry & Orangeburg) .....	(803) 771-8820
Florence .....	(843) 662-2566
Greenville .....	(864) 232-2418
Myrtle Beach .....	(843) 449-4402
Rock Hill (Lancaster) .....	(704) 535-0878
Spartanburg .....	(864) 582-5688
Sumter .....	(803) 775-8316

## **Accident Procedures (Continued)**

Send a copy of the Accident Report (Appendix D) to each of the following addresses:

- ◆ James C. Greene Insurance Adjusters  
PO Box 616  
Columbia, SC 29202

Call Collect (803) 771-8820

- ◆ Office of General Services  
State Fleet Management  
1022 Senate Street  
Columbia, SC 29201-3160

Call Collect (803) 737-0668

# Foreword

One purpose of State Fleet Management (SFM) is to provide needed transportation to South Carolina State employees in the performance of their duties, in the most efficient and cost-effective manner possible.

This handbook provides general information concerning the operation and maintenance of all State vehicles, and specific instructions concerning the operation of SFM vehicles. The information contained in this handbook is not all-inclusive or exhaustive. Comprehensive information concerning management of the State vehicle fleet is contained on the State Fleet Management Web site at <http://www.gs.sc.gov/statefleet>

Questions or comments concerning information contained in this handbook should be referred to:

State Fleet Management (SFM)  
1022 Senate Street  
Columbia, South Carolina 29201-3160

SFM telephone numbers are shown at the inside front cover of this handbook

South Carolina Fuel Facilities addresses and phone numbers are listed at the back of this handbook.

Revised and Published by

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State Fleet Management  
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# Table of Contents

<b>Telephone Numbers .....</b>	<b>i</b>
Emergency Medical Service .....	i
Law Enforcement .....	i
State Fleet Management .....	i
<b>Accident Procedures .....</b>	<b>i</b>
James C. Green Company Telephone Numbers .....	i
Accident Procedures (Continued).....	ii
<b>Foreword.....</b>	<b>iii</b>
<b>Table of Contents .....</b>	<b>v</b>
<b>Introduction.....</b>	<b>1</b>
<b>Section I: State Vehicle Policies .....</b>	<b>3</b>
Vehicle Assignment.....	3
Vehicle Identification .....	3
Official Use Only Policy .....	3
Who May Drive a State Vehicle.....	4
Other Drivers .....	5
Required Driving Practices.....	5
Wearing of Safety Belts.....	5
Security.....	5
Engines .....	5
Prohibited Driving Practices.....	5
Passengers.....	6
<b>Section II: SFM Vehicle Operation .....</b>	<b>7</b>
Operating Your State Vehicle.....	7
Traffic Violations .....	7
Seat and Shoulder Belts .....	7
Passengers.....	7
Pushing and Towing .....	7
Security.....	8
Vehicle Control and Trip Logs .....	8

# Introduction

This handbook covers the operation and maintenance of SFM vehicles. After reading it and familiarizing yourself with its contents, we suggest that you store it in the glove compartment of your vehicle. Your attention to the following sections is particularly encouraged.

## **Section I: Basic State Vehicle Policies**

This section contains basic information about the management of the State fleet and the operation of all State vehicles. Please note that you are to use your State vehicle only for official State business.

## **Section II: SFM Vehicle Operation**

This section contains basic policy and requirements for operating an SFM vehicle, including the use of trip logs.

## **Section III: Credit Card Purchases**

This section contains basic policy concerning the use of the credit card on all SFM-owned vehicles and defines the authorized and unauthorized uses of the credit card. It also contains a section on Emergency Repair Procedures.

## **Section IV: Maintenance**

This section contains basic requirements of the State Vehicle Automotive Maintenance program and the policies and procedures for maintenance of SFM vehicles. Note: you should use the fuel required by the manufacturer. There are other instructions and requirements in this section, the observance of which will result in better operation of your vehicle and lower costs.

## **Section V: Insurance and Accident Reporting**

This section details proper procedure in case of accident or loss.

Please remember that SFM is responsible for the entire cost of your vehicle's operation. In order to keep the cost to a minimum and the vehicle in the best possible condition, **we require that you care for it, and not abuse it.** Follow the owner's manual that comes with your vehicle as well as the instructions contained in this handbook.





# Section I: State Vehicle Policies

We quote below from basic State policy under which the State vehicle fleet is administered. We believe that knowledge of these paragraphs will be helpful to you, and answer many frequently asked questions.

## Vehicle Assignment

The most efficient use of motor vehicles results when they are pooled and available for use by all who need official transportation. With the exception of Constitutional Officers, Agency Heads and full-time law enforcement officers, it is state policy that no individual be assigned a vehicle by virtue of his or her position. Criteria and prior approval requirements for individual assignment of State vehicles are fully described on State Fleet Management's web site. <http://www.gs.sc.gov/statefleet> Click on "Publications" and go to State Motor Vehicle Management Act, Section I-II-270.

## Vehicle Identification

State-owned motor vehicles are identified through use of permanent State government license plates and State decals. Agency decals may be substituted for the State Seal decal if prior approval is granted by the State Budget and Control Board. No vehicles shall be exempt from these requirements for identification except those approved by the Budget and Control Board. This requirement does not apply to certain law enforcement and human service vehicles where anonymity is required for the well-being of law enforcement officers or human service clients. The use of decals other than the State seal or approved agency decals is strictly limited. Limitations are fully described on the State Fleet Management web site <http://www.gs.sc.gov/statefleet>.

## Official Use Only Policy

State-owned motor vehicles are authorized for use in the performance of all travel or tasks necessary to accomplish **official State business** that is within the rated design capability of vehicle. Use is not authorized for unofficial travel or tasks, the transport of unauthorized person or items, or the performance of tasks outside the rated capacity of the vehicle.

Examples of authorized and unauthorized use of vehicles are shown in Appendix A. Violation of the Official Use Only Policy is punishable under appropriate State employee disciplinary procedures.

## Who May Drive a State Vehicle

The basic driver qualification for operation of a State vehicle is a valid, current South Carolina driver's license appropriate to the type vehicle being operated. Following are the classes of South Carolina driver's licenses:

- A Any combination of vehicles with a GVWR of 26,001 or more pounds, except motorcycles.
- B Any single vehicle with a GVWR of 26,001 or more pounds, or any such vehicle towing a vehicle not in excess of 10,000 pounds, except motorcycles.
- C Any single vehicle less than 26,001 pounds GVWR placarded for hazardous materials or designed to transport 16 or more persons, except motorcycles.
- D All vehicles not exceeding 24,000 pounds GVWR, except motorcycles.
- E Single unit vehicles, including Class D, exceeding 24,000 pounds GVWR, except motorcycles.
- F All vehicle combinations including Classes D and E exceeding 24,000 pounds GVWR, except motorcycles.
- M Motorcycles.

New State employees who have recently relocated to South Carolina may operate a State vehicle using a valid driver's license from their former state for up to 90 days, at which time they must obtain a South Carolina driver's license.

Contract or consultant personnel who reside outside South Carolina, but who must operate a State vehicle while engaged in State business, may do so using a valid driver's license from their home state during the period in which their services are employed by the State of South Carolina.

Employees who are spouses of active duty military personnel stationed in South Carolina may operate a State vehicle using a current, valid driver's license from their state of residence.

Employees who permanently reside in adjacent states, but work in South Carolina, may operate State vehicles using the license from their state of residence.

## **Other Drivers**

It is basic State policy that only State employees, contractors, consultants or volunteers employed by the State drive State vehicles. In certain cases, such as illness or extreme fatigue on the part of the driver, spouses and dependents over the age of 21 may drive the vehicle for short periods in order to complete a trip. **Under no circumstances** will dependent children under the age of 21 drive a State vehicle.

## **Required Driving Practices**

Drivers will abide by applicable State and Federal laws while operating State vehicles. Posted speed limits will be observed and traffic signs or signals will be obeyed. Additionally, the following safety and security policies will be obeyed.

## **Wearing of Safety Belts**

All employees of the State of South Carolina and other occupants shall wear a safety belt at all times when operating or being transported as a passenger in a State vehicle. It shall be each occupant's responsibility to ensure compliance with the State's safety belt policy. It is unlawful to remove any safety belt or render it inoperative.

## **Security**

Ignition keys will be removed and State vehicles locked whenever the vehicles are unoccupied.

## **Engines**

The engine of a State vehicle will be turned off at all times before the driver exits the vehicle.

## **Prohibited Driving Practices**

At NO TIME will a driver operate a State vehicle after such driver has partaken of alcohol, drugs, or other controlled substances. The use of radar detectors in State vehicles is prohibited.

## **Passengers**

Operators of State vehicles may transport such passengers as are necessary to conduct official State business. Under no circumstances may hitchhikers be transported in a State vehicle. The **immediate family** may accompany a State employee on an **official out-of-town trip** provided:

- ◆ No additional cost or expense is incurred by the State for such travel;
- ◆ Prior approval is obtained from the applicable agency head or his or her designee.
- ◆ Pets will not be transported in State vehicles, with exception of guide dogs for persons with visual or hearing impairments.

## Section II:

# SFM Vehicle Operation

### Operating Your State Vehicle

The most important thing to remember in this regard is to operate your SFM vehicle in accordance with the law and safety!

It is your responsibility to understand the various speed limits and motor vehicle laws in the area in which you are traveling and to observe them fully. **Drive defensively!**

### Traffic Violations

All speeding and traffic violations and any resulting fines are your personal liability. They should be settled immediately, since the police and SFM can trace your State vehicle through its license plates.

### Seat and Shoulder Belts

Since the 1974 model year, all cars are equipped with the seat and shoulder belt in the front and seat belts in the rear. **State law requires that the driver and passengers of State vehicles use these belts at all times.** A large percentage of accidents happen within ten miles of home! Therefore, the belts are needed in urban areas as well as on the Interstate Highways.

### Passengers

You may have occasion to carry other employees or clients in the vehicle from time to time. However, do not pick up any hitchhiker or give rides to strangers. Do not accept compensation from anyone for riding in the vehicle with you.

### Pushing and Towing

Pushing and towing another vehicle with an SFM vehicle are not allowed. You might offer to send a towing service to help.

SFM vehicles without a mechanical clutch cannot be started by pushing, so only in an emergency should you attempt to push an SFM vehicle with another vehicle. If your vehicle will not start, and this is apparently not caused by a dead battery, call the Contracts Manager at **1-800-277-3686** for approval to have the vehicle repaired by a professional garage with towing capabilities.

For a vehicle with a dead battery, try to locate someone with a set of jumper cables and the mechanical knowledge to use them to jump start the vehicle. If you cannot do so, call the above toll free number for assistance.

If your vehicle is a front wheel drive vehicle, it should be towed from the front with its rear wheels on the ground to prevent undue wear on the transmission and front end. Rear wheel drive vehicles should be towed from the rear with the front wheels on the ground.

### **Security**

Whenever you leave your car unattended, close the windows and lock the doors. If possible, lock luggage and personal items in the trunk. We do not insure your personal belongings in case of fire or theft.

### **Vehicle Control and Trip Logs**

With certain exceptions (Constitutional Officers, full-time line law enforcement officers, and some agency directors and commissioners), operators of SFM vehicles are required to keep a trip log and log all operation of the vehicle. All trips in a State vehicle will be recorded on the appropriate Trip Log (Daily: SFM Form 2-78; Monthly: SFM Form 3-78 or SFM approved log). This trip log is an important source of management information concerning the acquisition, maintenance and disposal of SFM vehicles, and it should be maintained with care. The completed trip logs should be sent to SFM on a monthly basis.

## **Section III:**

# **Credit Card Purchases**

### **General**

A South Carolina Universal Credit card is issued with each SFM vehicle. The following describes the general provisions for the use of this card.

### **Where the card is honored**

The card has a Wright Express affiliation and is honored at fuel stations and Car Washes displaying a Wright Express logo. A complete listing of accepting locations may be found by going to the Wright Express website at [www.wrightexpress.com](http://www.wrightexpress.com). The card may also be used at State of South Carolina fuel sites. Please refer to listing in back of book. State Fleet Management has secured a prearranged price for self-service fuel purchased with this fuel card. The price is the same regardless of pump prices shown. This means that state employees should never deviate from their route to obtain fuel for state owned vehicles.

### **How to use the card**

The card works just like any other credit card with a few additional procedures required. The card requires the use of a Personal Identification Number (PIN) or Driver's ID number. An employee's PIN is composed of the number 7 and the last 5 digits of your social security number (7+#####). If the facility has "pay at the pump" dispensers, insert your card into the Card reader as shown on the pump. Follow the instructions as prompted by the computer screen. You may be asked to enter your 6 digit PIN and the odometer reading. In some rare cases the driver may also be prompted for a vehicle number. Simply enter the vehicle Card number located in the center of the card. If the driver tries to use the credit card twice or more, it may not work after that, and the driver should call Wright Express or Mansfield phone numbers which are on the back of the Credit Card.

If the facility you choose does not have "pay at the pump" dispensers, simply pump your fuel, then present the cashier the fuel card to pay for the purchase. The cashier may be prompted to hand you a PIN pad for you to enter your PIN and the odometer reading. If the cashier does not offer you a PIN pad, that facility may not have the level of automation required to capture PIN and odometer data.

### **Authorized purchases**

1. Unleaded gasoline, 87 octane from self-service pumps only.
2. Diesel fuel from self-service pumps for those vehicles with diesel engines.
3. Any alternative fuel (E-85 or CNG) from self-service pumps for those vehicles that are equipped to operate on alternative fuels.
4. Motor oil (Add only. Not for changing, unless prior approval is given by the Contracts Manager 1-800-277-3686).
5. Washing and cleaning not to exceed \$10.00 per month for sedans and \$25.00 per month for vans.
6. Emergency repairs (limited to \$250.00): Defined as those repairs that cannot be anticipated, and requiring immediate attention during holidays, weekends, or after normal duty hours, when SFM is closed. The Contracts Manager (1-800-277-3686) must be notified on the first normal business day after the emergency repair has been made. Please have the license plate number, mileage, vendor, date of repair, nature of repair, and cost available when you call.
7. Any repairs when authorized by the Contracts Manager, who must issue a credit card approval number before repairs begin (unless in an emergency as in 6 above).

### **Unauthorized purchases**

1. Storage, parking, or repairs other than those emergencies or exceptions listed above.
2. Accessories and accoutrements (floor mats, air fresheners or any other item) not required for the operation of the vehicle.
3. Any repair not authorized above or by the Contracts Manager at SFM.
4. Any other item, service, product, or purchase other than fuel, oil, cash, or emergency maintenance as described under "Authorized Purchases" above.



## **Emergency repair procedures**

Emergency Repairs are defined as those repairs that cannot be anticipated and which require immediate attention during holidays, weekends or after normal duty hours, when State Fleet Management is closed

1. Locate vendor that accepts card, and can make the required repairs under \$250.00. For repairs over \$250.00, wait until next business day to have repairs made using the State Commercial Vendor Repair Program at 1-800-277-3686, or procedures designated by your agency.
2. Have repairs made.
3. Use card to pay for repairs.
4. If card is rejected, ask vendor to call Customer Service On-site Transactions, using the toll free number on the back of the card, for authorization.
5. The customer service representative will contact Wright Express to obtain authorization.
6. Wright Express will contact vendor to authorize the repairs under \$250.00. The state employee may be asked to give their name, PIN, and their driver's license number. This process may take as long as 30 minutes.
7. After the repair authorization is completed, obtain a receipt to give to your agency fuel card coordinator.

**Important:** Any expenditure for routine maintenance other than car washes will be declined. No authorization will be given for oil changes or any other maintenance that can be scheduled and planned for.



## Section IV: Maintenance

The State Vehicle Maintenance Program is designed to ensure that the State fleet is maintained in a safe and serviceable condition at the least possible cost. The program consists of three phases of maintenance, which are incorporated into the SFM maintenance policies and procedures.

### 1. State Fleet Management Maintenance Policies and Procedures

#### A. Operator Preventive Maintenance

This includes those basic items which any operator can check to ensure proper and safe function of the vehicle. For your convenience, an *Operator's Preventive Maintenance Checklist* is included in this manual in **Appendix B**.

#### B. Scheduled Service

Generally, vehicles shall receive service every 5,000 miles or 1 year, whichever comes first. Items included in this service are shown in **Appendix C**.

#### C. Repair

This includes major or minor repairs necessitated by vehicle breakdown or involvement in an accident. Repairs will be in accordance with the policies established in the State Vehicle Maintenance Program. All repairs to SFM vehicles will either be performed by the Section's Columbia Maintenance Shop (737-1511) or coordinated by the SFM Commercial Vendor Repair Program, (CVRP) personnel at (1-800-277-3686).

## **2. Repair and Maintenance Procedure when Vehicle Not Repaired at the SFM Shop in Columbia**

Prior to any repairs being made to a SFM vehicle, the Commercial Vendor Repair Program (CVRP) personnel must be consulted concerning where to take the vehicle (Pre-priced service agreements have been established). The CVRP personnel can be reached at (1-800-277-3686). You must know the vehicle license number and correct mileage when you call. You will be asked for information concerning what is wrong with the vehicle. Based on the information given, you will be issued a repair authorization number and told where to have the vehicle repaired.

## **3. Current State Policy has established 5,000 miles or 1 year (regardless of miles) as the normal interval for vehicle services.**

It is the responsibility of the vehicle operator (permanently assigned vehicle) or the Transportation Coordinator to have vehicles serviced on time. A 10% variance is allowed (i.e., 500 miles before or after actual due miles or 18 days before or after actual due date). This will allow the service to be scheduled around peak loads and travel requirements. Call 1-800-277-3686 for an authorization number and location to take vehicle for service. (See Repair and Maintenance Service). Appendix C shows the items to be serviced, inspected, or repaired. In those instances where information was not received that the service was performed, a reminder notice will be mailed. This does not eliminate the operator's responsibility for having the vehicle serviced on time.

Note: Those organizations in the Columbia area (25 mile radius of State Capitol) must bring vehicles to the SFM shop for service, unless special arrangements have been approved. Drivers of SFM vehicles based outside the Columbia area are encouraged to have vehicles serviced in the SFM shop if they will be in Columbia.

# **Section V:**

## **Insurance and Accident Reporting**

### **1. Insurance**

As soon as it is delivered, your SFM vehicle is automatically insured under a fleet policy (which is renewed annually), written by the Insurance Division. This policy protects the State and its employees against claims from others resulting from a collision, in which your state vehicle may be involved. The liability limits are equal to the maximum amount for which the State is liable, so there is no need for you to obtain supplemental liability insurance. The State self-insures its vehicles with respect to unrecoverable losses from collision, fire, vandalism, and theft. Your constant attention to safe driving practices will help us to hold this cost to a minimum.

If an Accident Review Board finds that such losses occur due to the negligent or unlawful operation of the vehicle, you may be held liable for up to \$200.00 of the resulting damage, and may possibly be suspended from operating State vehicles. Additionally, if the Board finds that your being under the influence of alcohol or illegal drugs caused the accident, you may be held liable for the entire amount of damage to the State vehicle.

### **2. Insurance Identification**

State law requires vehicle owners to carry an insurance identification card in all vehicles they own or operate. To comply with the law, Insurance Reserve Fund distributes insurance identification cards to State agencies owning vehicles, and SFM distributes these cards annually when the liability policy renews, or when a fleet addition occurs. It is the responsibility of the driver to ensure that the current insurance card is kept with the vehicle, at all times. If a replacement card is needed, due to loss, please contact your agency transportation coordinator immediately.

### **3. Repair of Damage to the Vehicle**

Please contact the Accident Repair Coordinator at (803) 737-1982 to arrange for repairs to your wrecked vehicle. **State Fleet Management must coordinate collision repairs for all leased vehicles.**

Contact our Accident Repair Coordinator with the following information:

- Vehicle Tag Number
- Mileage
- Name and phone number of tow company
- Towing and storage charges from the tow truck driver

### **4. If Your Car is Stolen**

Report the theft to the local police immediately. Give a detailed description of the car including its license and serial numbers. Call State Fleet Management immediately. (Phone (803) 737-1982).

### **5. Claims to Be Filed by SFM**

Our insurance company does not insure our collision and/or comprehensive losses. Depending on the circumstances of the accident, we may have to file a claim to recover the cost of repairing the State vehicle. This is separate from your personal claim for injury and/or medical expense. Consult SFM so that the proper claims against other drivers or their insurance company can be filed.

# Appendix A:

## Examples of Authorized and Unauthorized Use

The listing below is not intended to be all-inclusive in regard to examples of authorized and unauthorized use of State vehicles. It will, however, indicate to the driver, agency head, or motor vehicle supervisor the intent of the official use only policy.

### I. Authorized Use of State Vehicles

- A. Travel between place of vehicle dispatch and place of performance of official business.
- B. When on **official out-of-town travel status**, travel between place of temporary lodging and place of official business.
- C. When on **official out-of-town travel status** and not within reasonable walking distance between either of the above places and:
  - 1. Places to obtain suitable meals
  - 2. Places to obtain medical assistance, including drugstores
  - 3. Places of worship
  - 4. Barber or beauty shops
  - 5. Cleaning establishments
  - 6. Similar places required to sustain health and welfare or continued efficient performance of the user, excluding places of entertainment.
- D. Transport of officers, official employees, or official guests of the State .
- E. Transport of professional/commercial representatives when in the direct interest of the State .
- F. Transport of materials, supplies, parcels, luggage, kits or other items belonging to or serving the interests of the State.

- G. Transport of any person or item in any emergency situation, provided such movement does not further endanger life or property.
- H. Use of the vehicle when it is clearly serving the interest of the State.
- I. The immediate **family** may accompany a State employee on an **official out-of-town trip**, provided:
  - 1. No additional cost or expense is incurred by the State of South Carolina for such travel.
  - 2. Prior approval is obtained from the applicable agency head or his or her designee for such travel.
  - 3. The vehicle is not used in violation of the other provisions of this manual.



## II. Unauthorized Use of State Vehicles

- A. Travel or task of a personal nature having no connection with the accomplishment of official business or beyond the rated capabilities of the vehicle.
- B. Transport of friends, associates, or other persons who are not serving the interests of the State.
- C. Transport of hitchhikers
- D. Transport of items or cargo having no relation to the conduct of official business.
- E. Transport of acids, explosives, weapons, ammunition, non-prescribed medicines, alcoholic beverages, illegal drugs, or highly flammable material, except by specific authorization or by a duly commissioned law enforcement officer acting within his or her assigned duty.
- F. Transport of any item of equipment or cargo projecting from the side, front or rear of the vehicle in such a manner as to constitute a hazard to safe driving, to pedestrians or to other vehicles.
- G. Extending the length of time or travel beyond that required to complete the official purposes of the trip.
- H. Use of the vehicle to provide transportation between home and place of official business unless specifically authorized on SFM Form 980-R by the agency head. The fact that an employee is "on call" does not in itself justify this authorization. The urgency of employee availability and frequency of actual recall must be factually justified in order to qualify as authorized use.
- I. Travel to and/or from social events unless acting as an official representative of the State.
- J. Use of a vehicle while on vacation.
- K. Travel to places of entertainment (lounges, etc.) when not connected with official State business.

## **Appendix B:**

# **Operator Preventive Maintenance Weekly Check List**

- ✓ Engine oil level
- ✓ Radiator coolant level
- ✓ Windshield washer fluid level
- ✓ Turn signal/hazard flasher operation, lights, horn, etc.
- ✓ Air Conditioner - Run for 15 minutes each week (even in winter) to keep system and seals lubricated.
- ✓ Automatic transmission fluid level
- ✓ Brake fluid level
- ✓ Belt tension and condition
- ✓ Hose condition
- ✓ Power steering fluid level
- ✓ Tire pressure, to include the spare tire
- ✓ Carburetor air cleaner
- ✓ Tire wear
- ✓ Battery connection

# Appendix C:

## Scheduled Vehicle Service

**Service Interval:** Vehicles shall receive service each 5,000 miles or 1 year, whichever comes first.

**Service includes:**

- ✓ Change oil and oil filter.
- ✓ Check front wheel drive axle boots.
- ✓ Check transmission fluid level and add fluid as required.
- ✓ Check differential/transaxle and add proper gear oil as needed.
- ✓ Check battery cable connections. Clean and tighten as required.
- ✓ Check brake fluid and add fluid as needed.
- ✓ Check windshield washer and fill reservoir as needed with washer solvent containing a washing solution.
- ✓ Check radiator coolant level and add coolant as needed. During winter months, check freezing level and add antifreeze to a 50/50 mixture.
- ✓ Check all belts and hoses for wear and tighten if needed.
- ✓ Check windshield wiper operation and condition.
- ✓ Inspect for leaks of coolant, engine oil, brake fluid, gear oil, transmission fluid, gasoline, etc.
- ✓ Check tires (including spare tire) for proper inflation and tread wear to 2/32" remaining, and add air if needed. The tires for vans and large trucks should be replaced after the tread has worn to where there is approximately 3/32" of tread remaining.
- ✓ A general check to include all safety items, heater/air conditioning operation, instrumentation, exhaust leaks, lights, horn, etc.

# **Appendix D:**

## **South Carolina State Vehicle Operator's Report of Accident**

On the next two pages there is a form for you to fill in if you are involved in an accident while operating your State vehicle. Please make copies of pages 23 and 24 to be used in case of an accident. Please fill it in carefully and return it to:

- ◆ South Carolina State Budget and Control Board  
Office of General Services  
State Fleet Management  
Attention: Safety Officer  
1022 Senate Street  
Columbia, SC 29201-3160

You can also fax the form to (803) 737-1160.

## SFM Accident or Incident Reporting Form

Date	Time	
<b>Location of Accident:</b>		
County	City	Route no.
<b>You and your State Vehicle:</b>		
Agency Name and Address		
Year and Make	License tag no. and State	
Name	Driver's License No.	
Address		
<b>Other Vehicle:</b>		
Year and make	License tag no. and State	
Name	Driver's License No.	
Address		
Insurance Co.		
Policy no.		
Did the police investigate this accident?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If so, which police department?		
Was anyone charged with a violation?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If so, who, and what was the charge?		
Was anyone injured?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If so, who?		
What was the nature of the injury?		

### Statement

In your own words, give the circumstances of the accident.

[illegible]

**Return this form by mail or fax within 10 days of the date of the accident.**

- ◆ South Carolina State Budget and Control Board  
Division of General Services  
State Fleet Management  
Attention: Safety Officer  
1022 Senate Street  
Columbia, SC 29201-3160

Fax (803) 737-1160

# **Appendix E:**

## **State Fuel Facilities by City**

In this Appendix we present the addresses and telephone numbers of South Carolina Department of Transportation Fuel Facilities throughout the State.

State Fuel Sites by City listed on the following 4 pages are DOT sites, unless otherwise named.

### **Warning!**

**Check pump markings for correct fuel before fueling your vehicle.**

**Abbeville**

127 McGowan Avenue  
Phone: (864) 459-4205

**Aiken**

1931 University Parkway  
Phone: (803) 641-7233

**Allendale**

264 East Gum Street  
Phone: (803) 584-3465

**Anderson**

4740 Liberty Highway  
Phone: (864) 260-2215

**Andrews**

304 East Ashland Avenue  
Phone: (843) 546-2405

**Aynor**

302 Jordanville Road  
Phone: (843) 431-1130

**Ballentine**

1040 Broadstone Road  
Phone: (803) 732-0585

**Bamberg**

3783 Main Highway  
Phone: (803) 245-5181

**Barnwell**

2000 Fuller Street  
Phone: (803) 259-1141

**Beaufort**

13 Munch Drive  
Phone: (843) 524-7255

**Beech Island**

1956 Atomic Road  
Phone: (803) 827-0661

**Belton** (no street number)

Blue Ridge Avenue  
Phone: (864) 260-2215

**Bennettsville**

474 Highway 38 South  
Phone: (843) 479-4161

**Bethune**

600 North Main Street  
Phone: (803) 334-8441

**Bishopville**

703 East Church Street  
Phone: (803) 484-6236

**Lee Correctional Institution**

990 Wisacky Highway  
Bishopville, SC  
Phone: (803) 896-2465

**Branchville**

1768 Charleston Highway  
Phone: (803) 531-6870

**Camden**

512 South Fair Street  
Phone: (803) 432-4354

**Campobello**

10 Pack Street  
Phone: (864) 468-4581

**Chester**

1143 SCDOT Road  
Phone: (803) 377-8101

**Chesterfield**

404 East Boulevard  
Phone: (843) 623-3252

**Clinton**

Highway 72  
Phone: (864) 984-5668



**Columbia**

**DHEC** (*offers ethanol 85*)  
2600 Bull Street  
Phone: (803) 898-3432

Richland  
7201 Fairfield Road  
Phone: (803) 786-0128

**SLED**  
4400 Broad River Road  
Phone: (803) 896-7300

**DOT Supply Depot**  
1424 Shop Road  
Phone: (803) 737-6629

**SCDC Transportation Branch**  
4424 Broad River Road  
Phone: (803) 896-1373

**Conway**  
4145 Highway 701 North  
Phone: (843) 365-2130

**Darlington**  
111 Lamar Highway  
Phone: (843) 393-6171

**Dillion**  
1205 East Main Street  
Phone: (843) 774-7376

**Eastover**  
11401 Garners Ferry Road  
Phone: (803) 353-0385

**Edgefield**  
851 US Rt. 25 North  
Phone: (803) 637-6511

**Florence**  
3018 East Palmetto Street  
Phone: (843) 661-4135

State Fleet Management

**Gaffney**

1868 Old Georgia Highway, Hwy  
29  
Phone: (864) 489-6031

**Georgetown**  
1007 Merriman Road  
Phone: (843) 546-2405

**Greenwood**  
510 West Alexander Avenue  
Phone: (864) 227-6701

**Leath Correctional Institution**  
2809 Airport Road, Greenwood  
Phone: (803) 896-1048

**Greenville**  
13 Saluda Dam Road  
Phone: (864) 241-1224

**Hampton**  
65 Cemetery Road  
Phone: (803) 943-3721

**Hartsville**  
1311 North Fifth Street  
Phone: (843) 393-6171

**Hemingway**  
72 Derk Ginn Road  
Phone: (843) 354-7491

**Holly Hill**  
6328 Old State Road  
Phone: (803) 496-3335  
**Kershaw Correctional Institution**  
4848 Gold Mine Highway  
Kershaw, SC  
Phone: (803) 896-3380

**Lake City**  
437 West Turbeville Highway  
Phone: (843) 394-3841

**Lancaster**

1730 Pageland Highway  
Phone: (803) 283-3397

**Laurens**

201 Todd Avenue  
Phone: (864) 984-5668

**Lexington**

124 Park Road  
Phone: (803) 359-4103

**Liberty**

975 Breazeale Road  
Phone: (864) 859-5869

**Longs**

185 Highway 9 West  
Phone: (843) 399-4200

**Manning**

325 East Boyce Street  
Phone: (803) 435-4431

**Marion**

911 East Godbold  
Phone: (843) 431-1130

**McCormick**

Route 2 Box 83T Road 53  
Phone: (864) 465-2429

**Moncks Corner**

436 North Highway 52  
Phone: (843) 761-8481

**Mt. Pleasant**

1127 Pherigo Street  
Phone: (843) 740-1655

**Newberry**

203 Mt. Bethel Garmany Road  
Phone: (803) 276-5736

**North Charleston**

2401 Maintenance Way  
Phone: (843) 740-1655

**North Greenville**

Highway 414  
Phone: (864) 834-7116

**Oconee**

150 Richland Road  
Phone: (864) 647-0895

**Orangeburg**

1768 Charleston Highway  
Phone: (803) 531-6870

**Parkers Ferry**

8801 US 17  
Phone: (843) 889-3767

**Pelion**

978 Pine Street  
Phone: (803) 894-3738

**Pleasant Hill**

1931 Pleasant Hill Road  
Phone: (864) 241-1224

**Richburg**

1936 Mountain Gap Road  
Phone: (803) 377-8101

**Ridgeland**

112 Woodlawn Street Highway 17  
Phone: (843) 726-3431

**Ridgeland Correctional Institution**

5 Correctional Road  
Phone: (803) 896-3200

**Saluda**

701 North Wise Road  
Phone: (864) 445-2586

**Simpsonville**

651 Old Stage Road

Phone: (864) 963-7214

**Spartanburg**

8890 Fairforest Road

Phone: (864) 587-4725

**Springfield**

939 Rail Road Avenue

**Phone: (803) 531-6870****St. George**

5225 East Jim Bilton Boulevard

Phone: (843) 563-5497

**St. Matthews**

415 Chestnut Street

Phone: (803) 874-3231

**Summerville**

220 Demming Way

Phone: (843) 851-2485

**Sumter**

301 East Calhoun Street

Phone: (803) 775-6197

**Trenton Correctional Institution**

84 Green House Road

Phone: (803) 896-3047

**Turbeville Correctional Institution**

1578 Clarence Coker Highway

Phone: (803) 896-3170

**Union**

1450 Furman Fendley Highway

Phone: (864) 724-3575

**Walterboro**

593 Snider Highway

Phone: (843) 538-2840

**West Columbia**

1033 Sox Street

Phone: (803) 796-9362

**Williamsburg**

825 Eastland Avenue

Phone: (843) 354-7491

**Winnsboro**

1213 West Kincaid Bridge Road

Phone: (803) 635-4222

## Notes

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